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Thermo June 1960 for HS

3 Apr 1959

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT: Interim Progress Report on FY 1959 Ceiling Objectives

REFERENCE: Memo dtd 5 Feb 59 to D/L from DD/S, subject: Personnel Ceiling Objectives, Office of Logistics, FY 1959 and FY 1960 DD/S 59-476

1. This memorandum is for information only.

2. Referenced memorandum advised that the Office of Logistics' objective is to reduce its personnel ceiling by [redacted] 50X1
in FY 1959 and by [redacted] in FY 1960. In addition, the memorandum 50X1
suggested certain areas where the reductions might be made.

3. This proposed reduction in personnel ceiling was discussed at a Logistics staff meeting and on 12 February 1959 each Division and Staff Chief was given a tabulation (attached as Tab A) which set forth personnel objectives for FY 1959 and FY 1960. The Office of Logistics' accomplishments as of 1 April 1959 towards these objectives have been the elimination of the following [redacted] ceiling positions: 50X1

Executive Office	1
Procurement Division	1
Real Estate & Construction Division, Space, Maintenance & Facilities Branch	1
Supply Division	1
Aircraft Maintenance Support Division	7 — ?

Management Staff has been informed of these reductions which, when officially confirmed, will reduce the Office of Logistics' ceiling from [redacted] or a reduction of [redacted] positions. 50X1

4. In addition, the Office of Logistics has arranged for one Real Estate & Construction Division, Space, Maintenance & Facilities Branch employee [redacted] to either resign or retire by January 1960. This position will be eliminated then. Another Real Estate & Construction Division, Space, Maintenance & Facilities Branch employee has been recommended for selection out. If this is accomplished that position will be eliminated also. 50X1

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5. In addition to reducing ceiling the official Office of Logistics on-board strength has been reduced from [redacted] on 1 January 1959 to [redacted] on 1 April 1959, or a reduction of [redacted] This reduction in on-duty strength was due primarily to resignations in lieu of separations, terminations, or retirement at the request of the Agency which, since 1 January, involved [redacted] employees. This [redacted] on-board strength is one over the 1 April official Office of Logistics ceiling of [redacted] (*Includes [redacted] transferred to the Office of Logistics from the Management Staff and [redacted] reported for elimination for which confirmation has not been received). Moreover, the on-board strength figure includes [redacted] in external training who were not previously counted against our ceiling, and [redacted] transferred to other components of the Agency who, because of nonreceipt of transfer documents, are still encumbered on the Office of Logistics T/O.

6. This Office will do everything possible to meet the FY 1959 and FY 1960 objectives and to keep ceiling and on-board strengths in line.

(S)

JAMES A. GARRISON
Director of Logistics

Attachment:
As stated in para. 3

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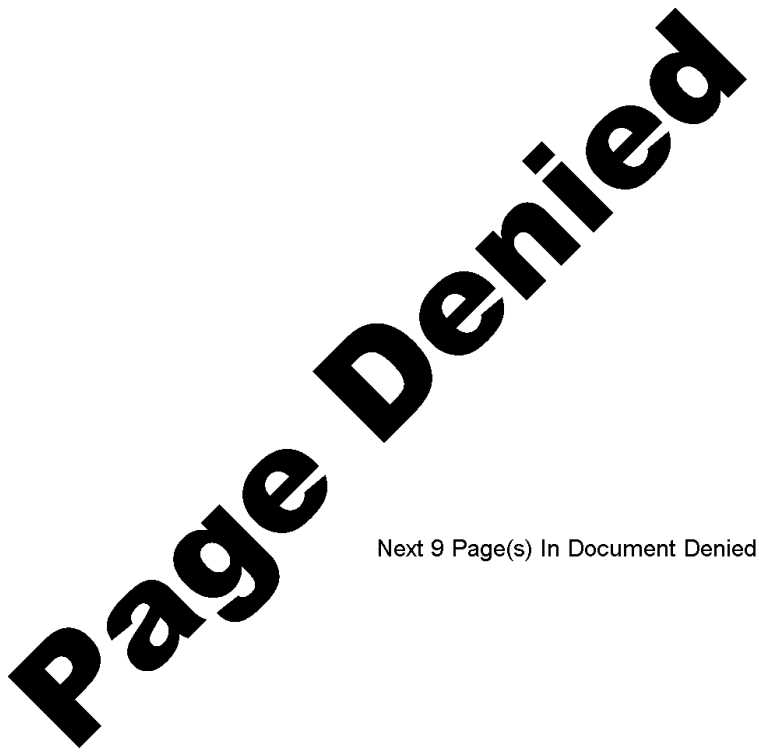

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5. The Technical Accounting Staff is staffed and must be continued to be staffed with the best technical accountants available and, because of the variety of technical competence required, it is desirable that the education and experience background be very strong in accounting, preferably CPA or CPA equivalent.

6. At the present time the Staff is very badly overloaded with work and will be increasingly overloaded for several months due to the procedural task necessary to place the contemplated cost program into effect in Fiscal Year 1960. Also, this is a long-term projected program and, therefore, in addition to the present workload, the Technical Accounting Staff will be continually planning, reviewing and revising the cost program techniques much the same as has been and still is the case with respect to financial property accounting. It is an ambitious task and it is going to be difficult to accomplish with the present number of personnel and within the time required.

50X1 7. The Financial Analysis Staff is a very small staff. It consists of [redacted] analysts and a secretary. The Staff is engaged in developing financial data suitable for analysis (which requires considerable records for accumulating data), analyzing existing data and preparing reports and statements. The recurring reports are listed as follows:

a. Monthly:

(1) Allotment and obligations tables and charts by organizational component.

(2) Expenditure tables and charts by organizational component.

(3) Personnel On-Duty Strength tables and charts by organizational component.

(4) Allotments, obligations and expenditures by active fiscal years, cumulative total by month.

(5) Statement of Status Current Year Appropriation ("Black Book").

(6) Status of Appropriations - Form 133 - Active Years.

(7) Status of Appropriations - No Year Funds and Lapsed Appropriation.

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b. Quarterly:

(1) Short form Agency Financial Statement.

(2) Expenditures by Fiscal Year for Fiscal Division, Finance Division and total.

(3) Agency Financial Statement (Consolidated).

c. Annually:

(1) Reconciliation of Treasury Account Current with Agency Receipts and Disbursements during year.

(2) Liquidation of obligations by fiscal year.

(3) "Report on Agency Assets and Supporting Schedules" in compliance with Treasury Circular No. 966.

(4) Use of Vouchered and Unvouchered Funds.

(5) Domestic TDY Travel.

(6) Foreign TDY Travel.

(7) Summarization of Inventory Transactions - Acquisitions and Dispositions.

8. This Staff has a minimum organizational structure. This concerns us because it is our intention to increase the Staff's analysis responsibilities and workload in connection with the cost program.

9. The Staff could be combined with some other division of the Office of the Comptroller, such as the Budget Division, but it would take as many persons to perform the tasks regardless of where located and we believe it is more effective as a disinterested group divorced from operational activities.

10. The analytical records presently maintained by the Staff and the reports listed are essential and it is hoped that as the cost program develops this Staff will become more and more important to the Comptroller and to management throughout the Agency. In addition to the reports listed, the Staff performs a variety of special assignments. For example, the Staff is presently: (1) evaluating the requirements of the various components of the Office of the Comptroller for the large number of tabulations prepared by Machine Records Division; (2) analyzing inventory

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3. In line with paragraph 3 of Reference (a), I have referred to Mr. O'Gara's attention my request that the Task Force explore the essentiality of the personnel positions filled by members of the Personnel Career Service and located outside the Office of Personnel. I believe that such an appraisal would furnish the Agency a firmer basis than has been hitherto developed for taking a position concerning our requirements for personnel-type positions.

4. We have intensified the program inaugurated last year to evaluate the actual and potential contribution of each member of the Personnel Career Service and to translate these reviews into appropriate action. In those cases where we have concluded that personnel officers are not measuring up to reasonable requirements of their assignments we have instituted selection out, encouraged out-placement, or proceeded with grade reduction. The results of these steps are reflected in the strength counts of the Office of Personnel which record a continuing reduction from [redacted] on 1 April 1958 to [redacted] on 1 April 1959.

50X1

Gordon M. Stewart
Director of Personnel

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